CMR

Army Contractor Manpower Reporting

WORKING DRAFT

**Assistant Secretary of the Army
(Manpower and Reserve Affairs)**

**CONTRACTOR MANPOWER REPORTING (CMR) II –
APPLICATION
(VERSION 2.1)**

**CMR XML CONVERTER
USERS GUIDE**

August 5, 2005

Table of Contents

1.0 INTRODUCTION

The Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), , developed and established a web-based application in response to Congressional, DOD, and Army needs for contractor manpower information.

The Contractor Manpower Reporting System (CMR) web site will be accessible to all contractors that provide services to the Department of the Army. The system on the web site will provide a convenient means of submitting labor hours, costs, and other relevant data such as the detail level of function performed, Army activity supported, and appropriation data.

2.0 OBJECTIVE

This document is a step-by-step guide for a contractor to create an XML file using the CMR XML Converter if XML capability does not exist within their database system.

3.0 USING THE CMR XML CONVERTER

3.1 Background - The XML process

XML is a standard data format that allows easy data processing and exchange between different applications. XML is a way for databases to communicate to each other using a common language. It has been adopted by the world wide standards body (W3C). XML is widely used within the commercial industry to move large amounts of information replacing older Electronic Data Interchange (EDI) data transfer methods.

3.1 Downloading and Installing the CMR XML Converter

3.1.1 Downloading and Installing the CMR Support Files

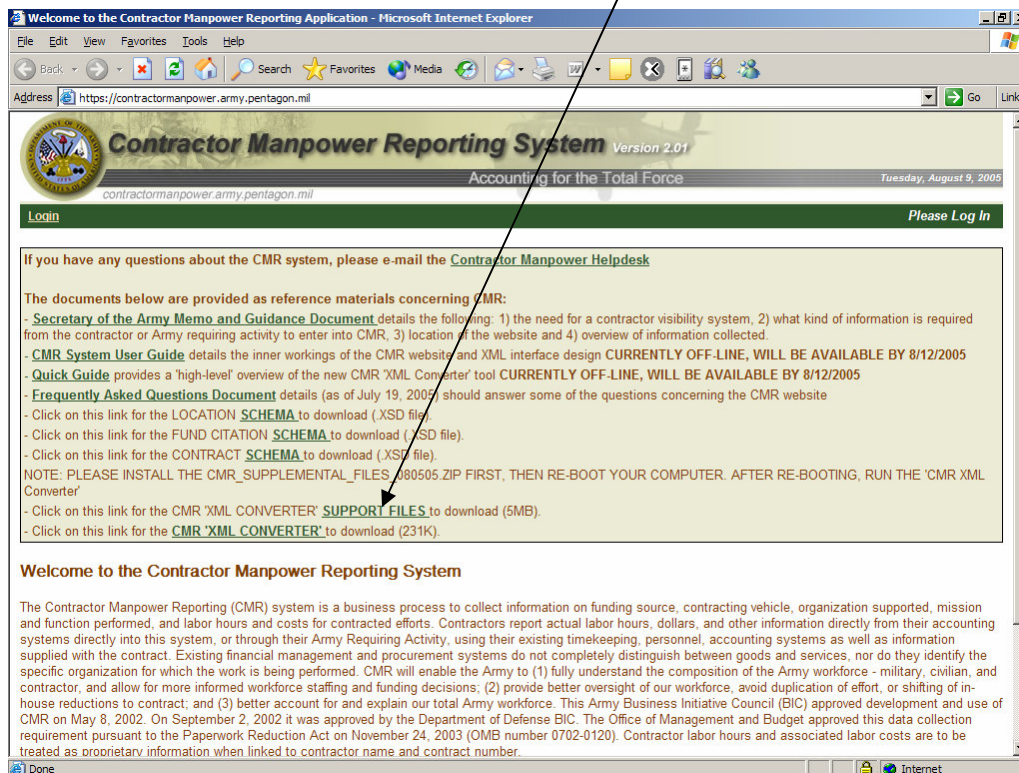1) From the CMR Main Page, click on the SUPPORT FILES link

Figure 1: CMR Home Page with arrow to link
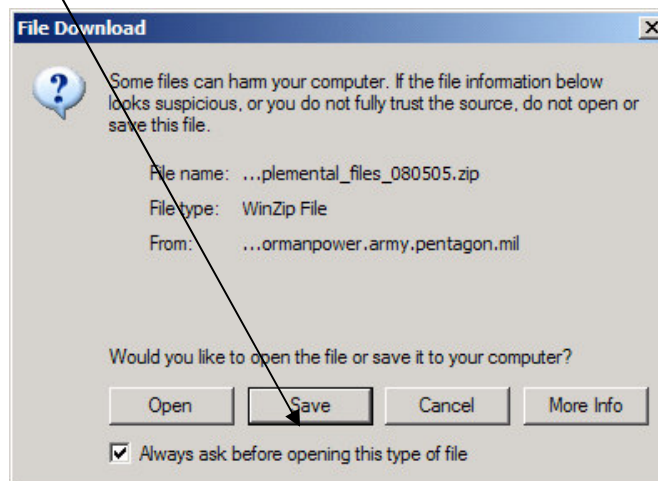
2) Right-Click on the Save button

Figure 2: Save button

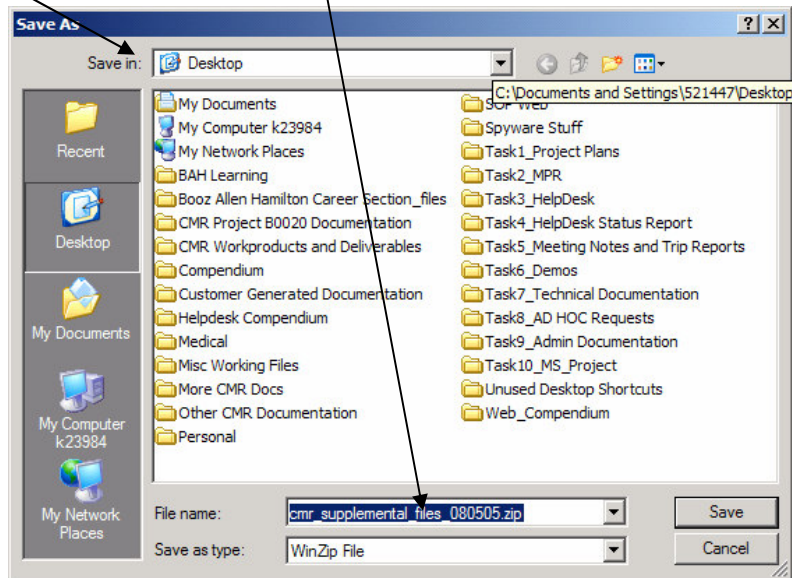3) And save the file cmr_supplemental_files_XXXXXX.zip to your desktop

Figure 3: Save location

4) When the file has completed downloading, either double click on the icon or right click and click on Open with WinZip (some form or Windows compatible file Zipping system must be installed on your machine).

cmr_supplemental_files_080505.zip

Figure 4: Icon for Zipped file from download
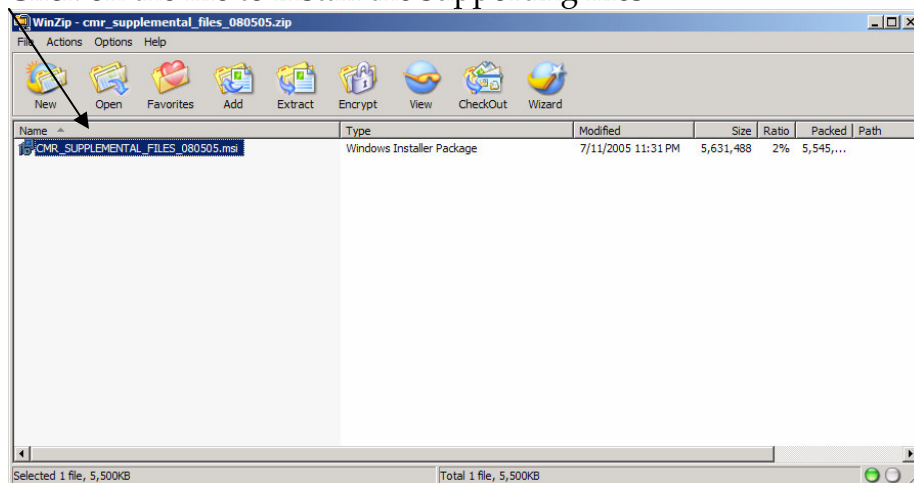
5) Double Click on the file to install the supporting files

Figure 5: Unzip the file

6) The Sybase install wizard will open; continue clicking Next through each window
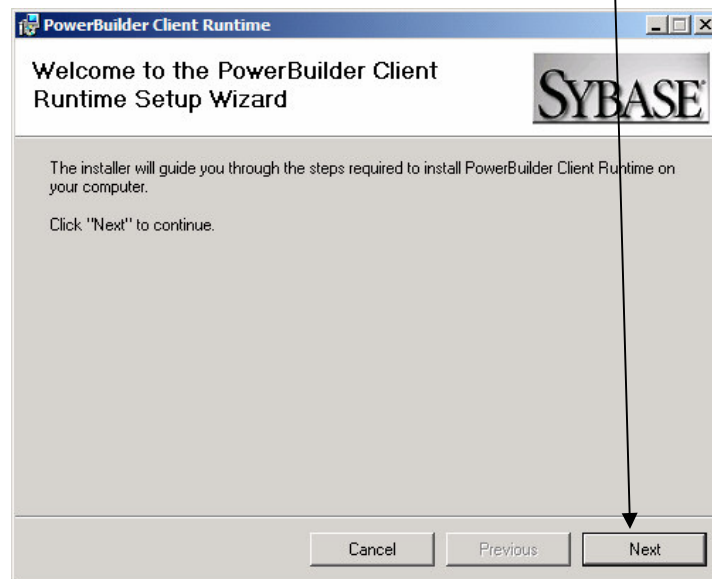
Figure 6: Clicking through the Sybase install windows

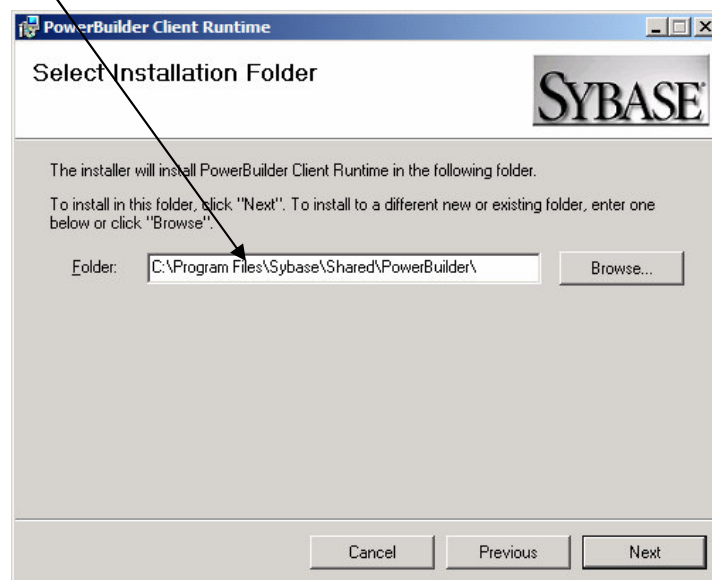7) Accept the default location…and click next again.

Figure 7: Load file to default location
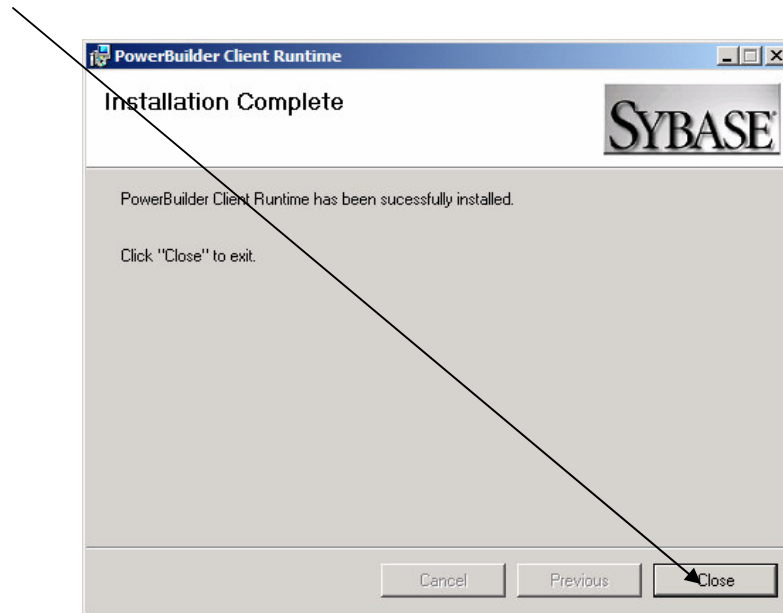
8) Click Close when the installation is complete.

Figure 8: Close button

9) Restart your computer so Windows can load the supporting files from the new directory

3.1.2 Downloading and Installing the CMR Support Files

1) Go back to the CMR home page and click on the CMR XML CONVERTER link
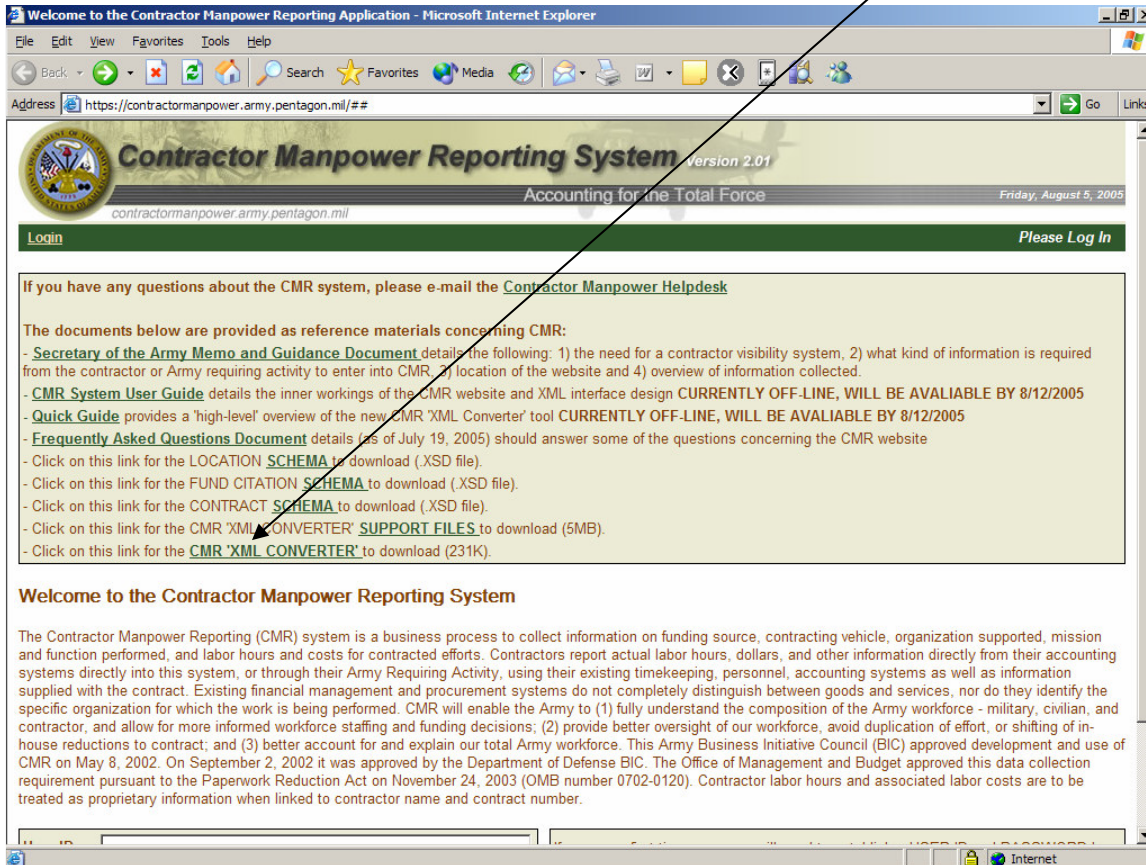
Figure 9: CMR Home Page showing Converter download link

2) Click on Save
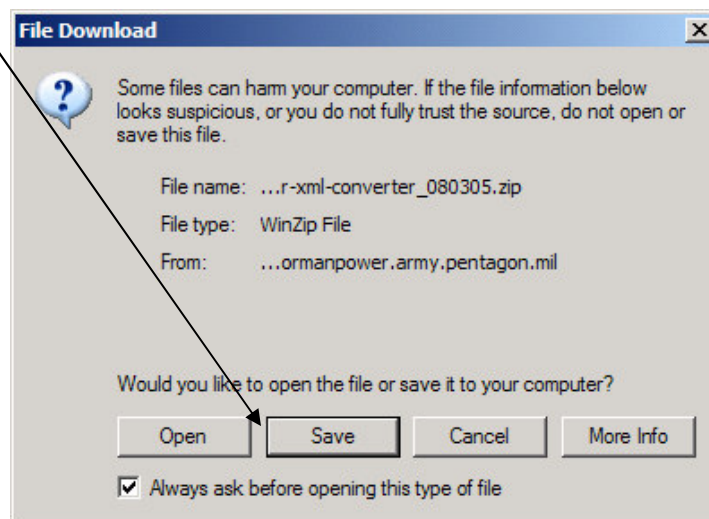
Figure 10: Save button

3) And Save the cmr_xml_converter_XXXXXX.zip file to your preferred location (in this case the desktop).
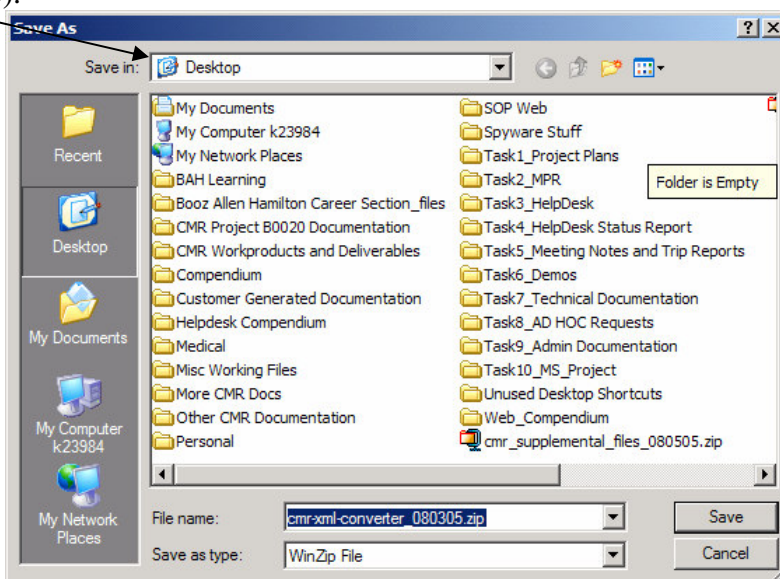
Figure 11: Save location

4) Double clink on the icon or right click and click on Open with WinZip

cmr-xml-converter_080305.zip

Figure 12: Zipped Icon

5) Double click the file in WinZip (or another Zipping program) and extract to your desktop
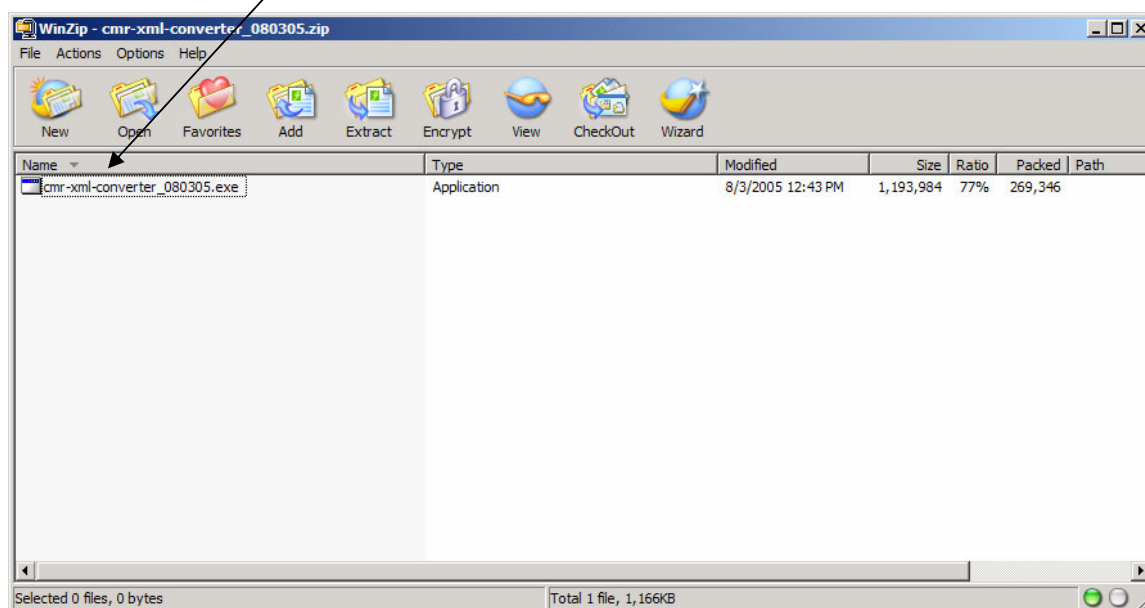
Figure 13: Unzipping the file

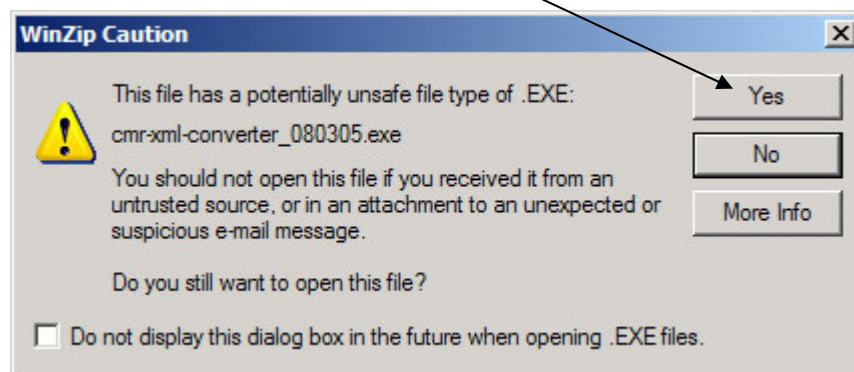Note that WinZip may ask you to confirm that the file came from a safe web site, click yes.

Figure 14: Confirming file source

7) Click on the CMR XML Converter icon and the application will open and you can begin
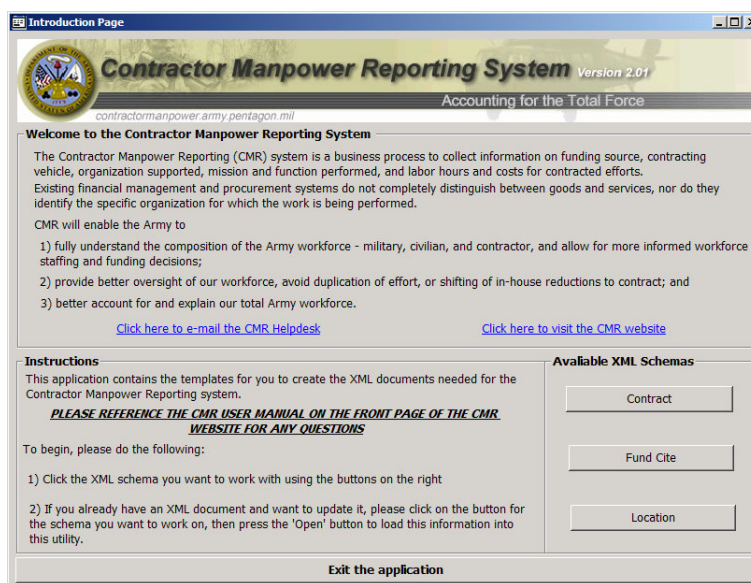
Figure 15: The CMR XML Tool

3.3 The CMR XML Converter

The CMR XML Converter is a PowerBuilder based executable application built specifically for the CMR user community. The Converter allows a user to enter data elements into the proper field and then transforms the completed file into XML. This XML file is then uploaded into the CMR database where it is processed into the system.

3.3 References

For more information about the entire CMR process, reports available and XML information please see our system user manual located at "https://contractormanpower.army.pentagon.mil".

4.0 CREATING THE XML DOCUMENT USING THE CMR XML CONVERTER

1) Download the CMR XML Converter from the CMR web site.

The current version of the CMR XML Converter is available from the CMR web site at "https://contractormanpower.army.pentagon.mil".

Click on the page where it says "Download CMR XML Converter" and save the file to your hard drive (we recommend you place it on you Desktop for ease of use).
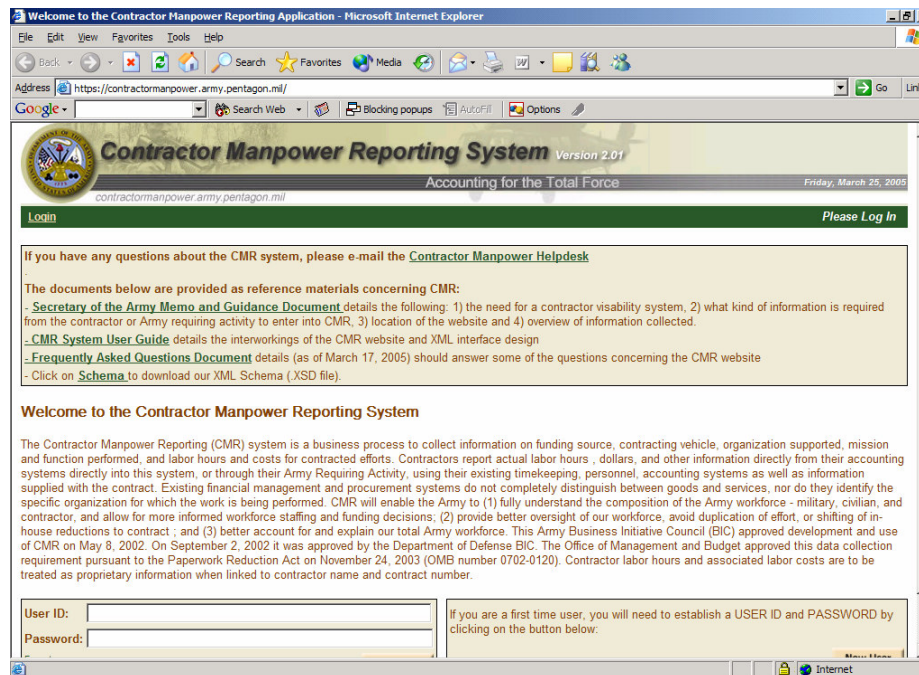
Figure 16: CMR Home Page

2) Click on the **"cmr-xml-converter"** executable icon on your Desktop.
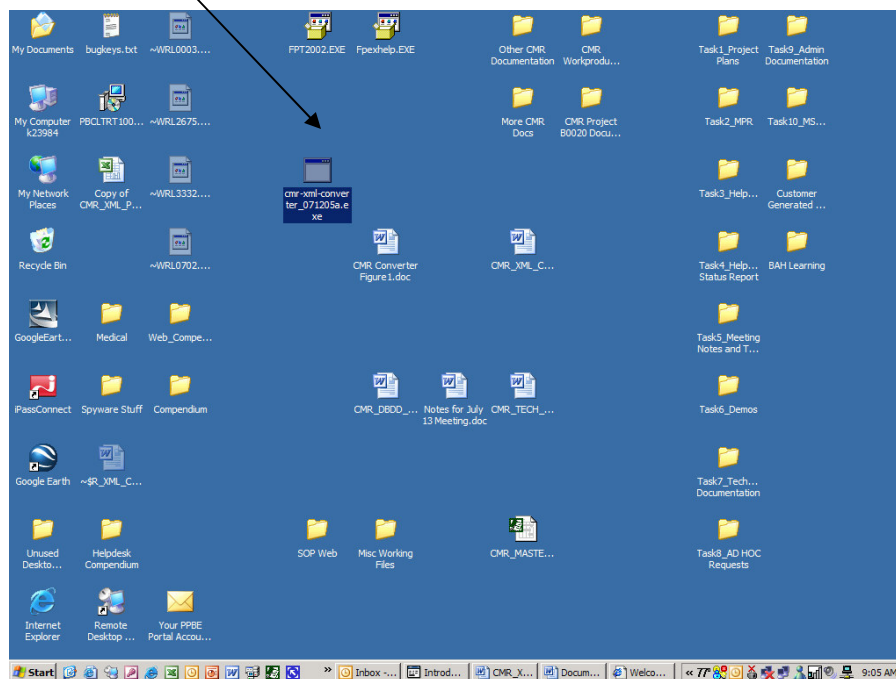
Figure 17: Click on the downloaded file.

3) The CMR XML Converter home page opens.
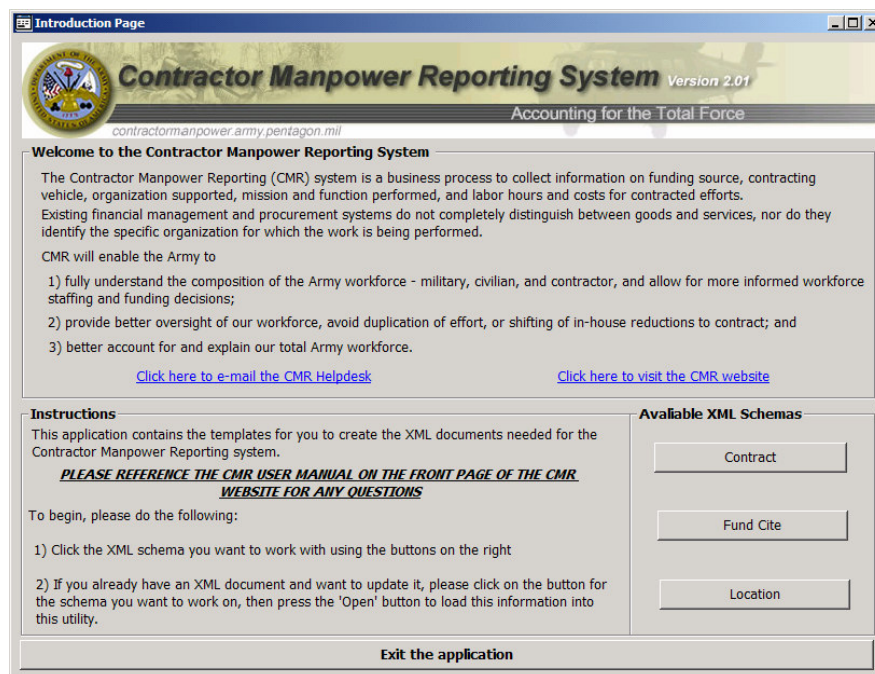
Figure 18: The CMR XML Converter

4) Basic Features
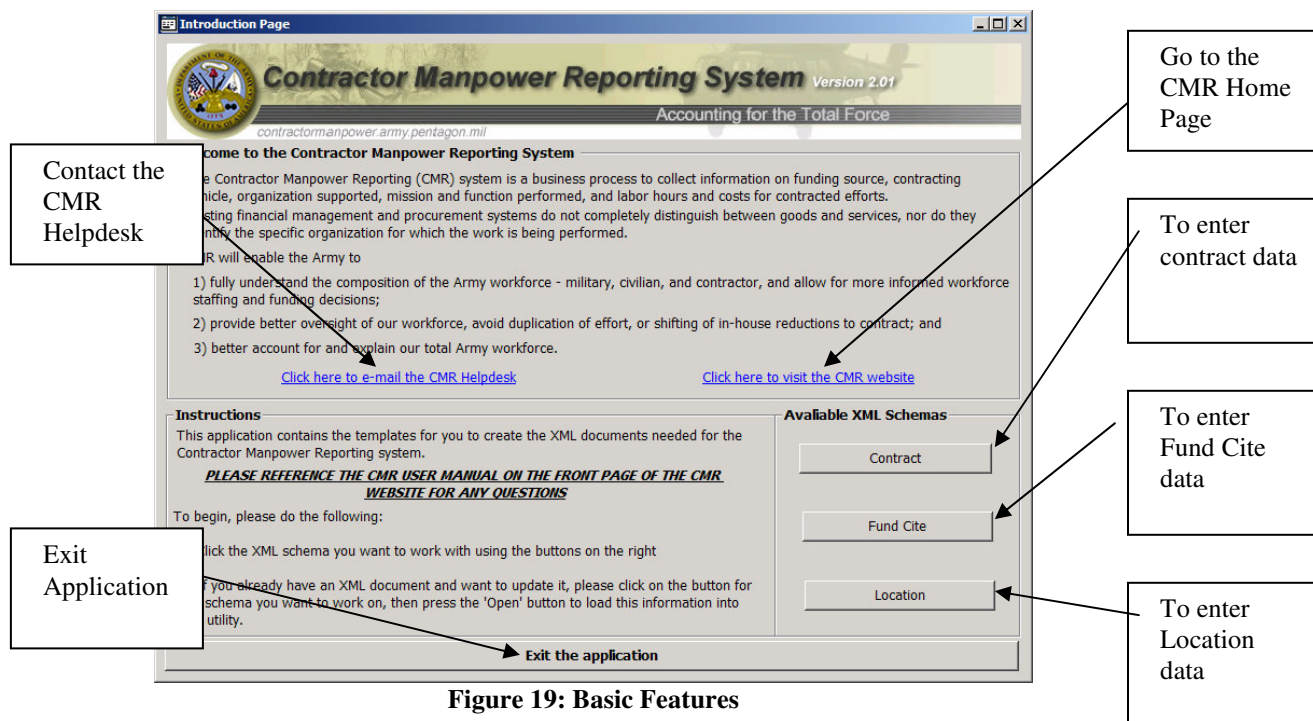
Figure 19: Basic Features

This introduction page allows the user to:
 - Choose a schema to enter data (or load from a CSV file with no headers)
 - E-mail the CMR Helpdesk with any questions or problems with the application
 - Visit the CMR website
 - Displays basic instructions on how to use the application
 - Exit the Application

The buttons are marked in the graphic above. When you click a button in the "Available XML Schemas" area – you launch the "Detail Window" that supports a certain schema. For example: If you click the "Contract" button it will launch the "Detail Window" associated with the "Contract" schema so you can enter or load Contract data. If you click the "Fund Cite" button, the Detail Window for the "Fund Citation" will appear. All Detail Windows have the same functionality, but clicking a button sets the XML schema that you will be working with at that time.

To continue, click the "Contract" button in the "Available XML Schemas" group box. This will launch the "Detail Window" for "Contracts".

Note: <u>You are not required to be "on-line" to use this application.</u> The web-links included throughout the application offer additional information if it is needed to complete the CMR schemas.

5) Entering Data through the "Detail Window"
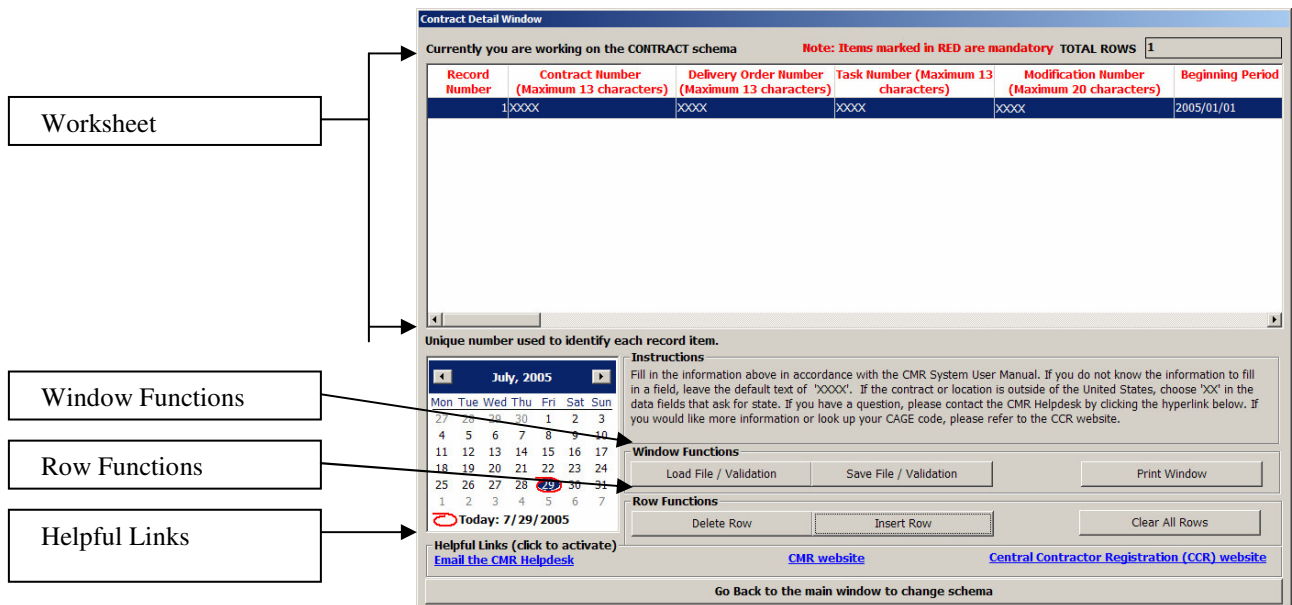
Figure 20: The CMR XML Converter

The "Detail Window" allows the user to:
- Insert information directly into this interface (to be saved as XML)
- Load a Comma Separated Values (CSV) file from a spreadsheet application (like Microsoft Excel)
- Visit the CMR website
- E-mail the CMR Helpdesk with any questions or problems
- Displays basic instructions on how to use the application
- Exit the Application

A Detail Window is comprised of several different areas:
- **Worksheet** – The area where you insert or type in your data. It also provides glossary information about the columns within the worksheet.
- **Window Functions** – Used to load a file from XML or a Comma Separated Values (CSV) file, save an XML file or Print the contents of a window. Also, you have the option of validating the data you have entered in the system.
- **Row Functions** – Controls adding or deleting rows within the worksheet.
- **Helpful Links** – These web-enabled hyperlinks provide additional resources used in completing the information within the worksheet

> **Note: You are not required to be "on-line" to use this application.**
> **The web-links included throughout the application offer additional information if it is needed to complete the CMR schemas.**

Detail Window -- Worksheet

Figure 21: the Detail Window

When records are added to the application, they will reside here. The following list highlights the features of the worksheet:

- When you click on a column you will see a definition on the bottom of the sheet
- Each column has a pre-determined "limit" for entering information
- Number of rows on the screen is displayed on the top right
- Required columns are marked in RED
- Items contained in the worksheet can be validated
- Some worksheets (like in the "Locations Detail Window") contain 'Drop Down' boxes to make choosing a value easier instead of finding it on the CMR website.

Figure 22: Drop Down box example

Detail Window -- Window Functions
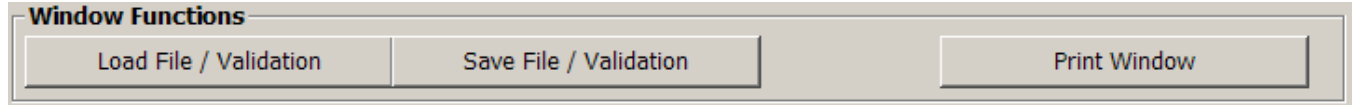
Figure 23: Window Functions

The "Window Functions" are used for loading XML or Comma Separated Value (CSV) files, printing the worksheet or saving an XML file. Also, these buttons allow you to run through the validation code (within the application) to make sure your data is correct.

You can also save a file by clicking the "Exit" button at the bottom of the detail window, where you will be required to assign a file name. This will save a worksheet in the XML format so it can be used at a later time.

Note: If the Contract Number, Delivery Order Number, Task Order Number or Modification Number are all defaulted to 'XXXX', then the records within the saved XML document will not load

Detail Window – Row Functions
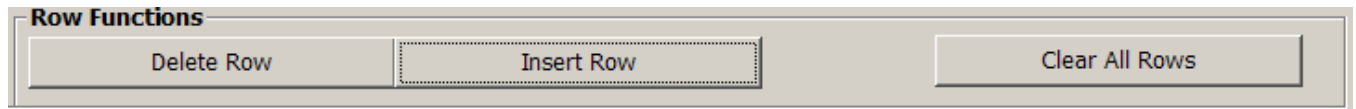
Figure 24: Row Functions

The "Row Functions" are used for entering or deleting information contained within the worksheet. By pressing "Clear All Rows" all of the information within the worksheet is removed.

Detail Window – Helpful Links

Figure 25: Helpful Links

The links at the bottom of the page direct you to additional information. You do not need to be on-line to use the CMR application.

6) Click on the Insert Row button and a highlighted blue row will appear

Figure 26: Inserting a Row

- RecordNumber defaults to one as this is a system generated counter that tracks each row.
- All RED fields are required fields, even though the XXXX appears. Correctly formatted data must be entered.
- XXXX may be left in fields that are not applicable.

7) Click into the individual fields and begin entering data (i.e., Contract Number) but please REMOVE ALL DASHES.

Figure 27: Inserting Data

8) Continue scrolling through all of the fields entering all applicable data

Figure 28: Scrolling Through Data Entry

9) Once you've enter your data, click on the Save File As button, which will bring up the following Validation Window noting any errors in the file. Correct the errors.

Figure 29: Validation Window showing errors

10) After correcting the errors OK and save the file as an .XML file (the default Save As Type)
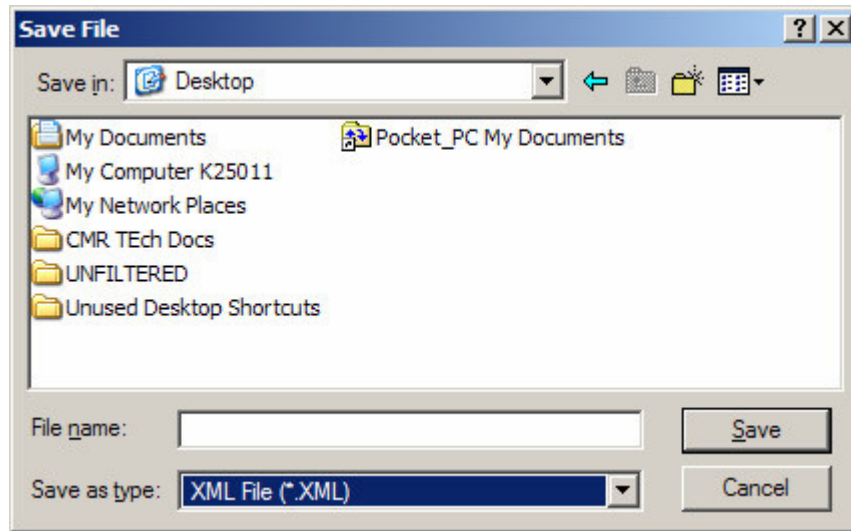
Figure 30: Save As….

10) Click on the "Go Back to the main window to change schema" button….
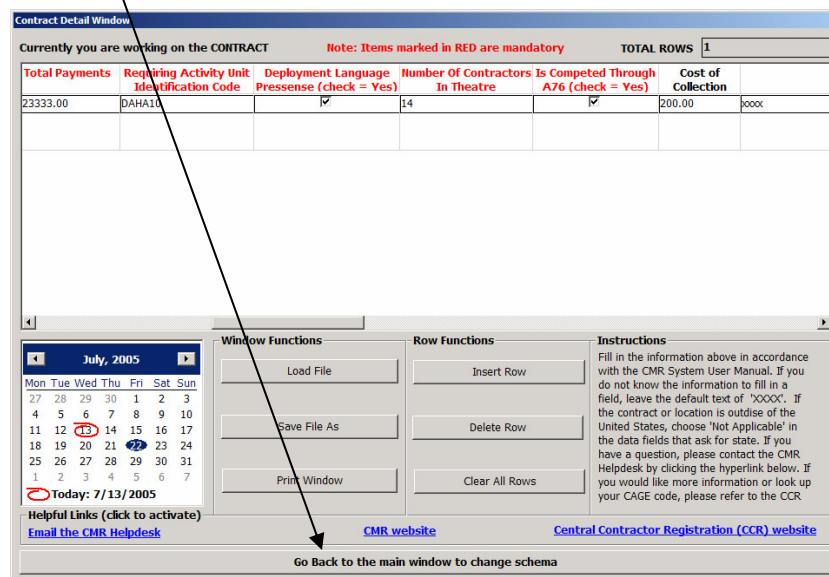
Figure 31: Click on the Go Back button

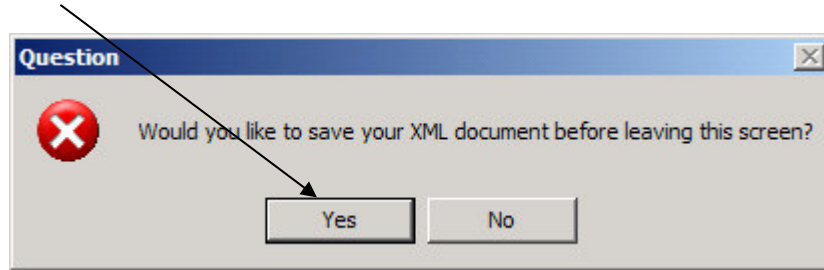11) …and click Yes to save your XML document

Figure 32: Save as an XML document?

12) Repeat this process for all three schema; Contract, Fund Cite, and Location

5.0 AUTOMATIC LOADING VIA THE CMR INTERFACE

1) Once your contract information has been entered into the CMR XML Converter and you are ready to submit the data to the CMR database, select "Automatic Data Transfer" from the Main Menu:
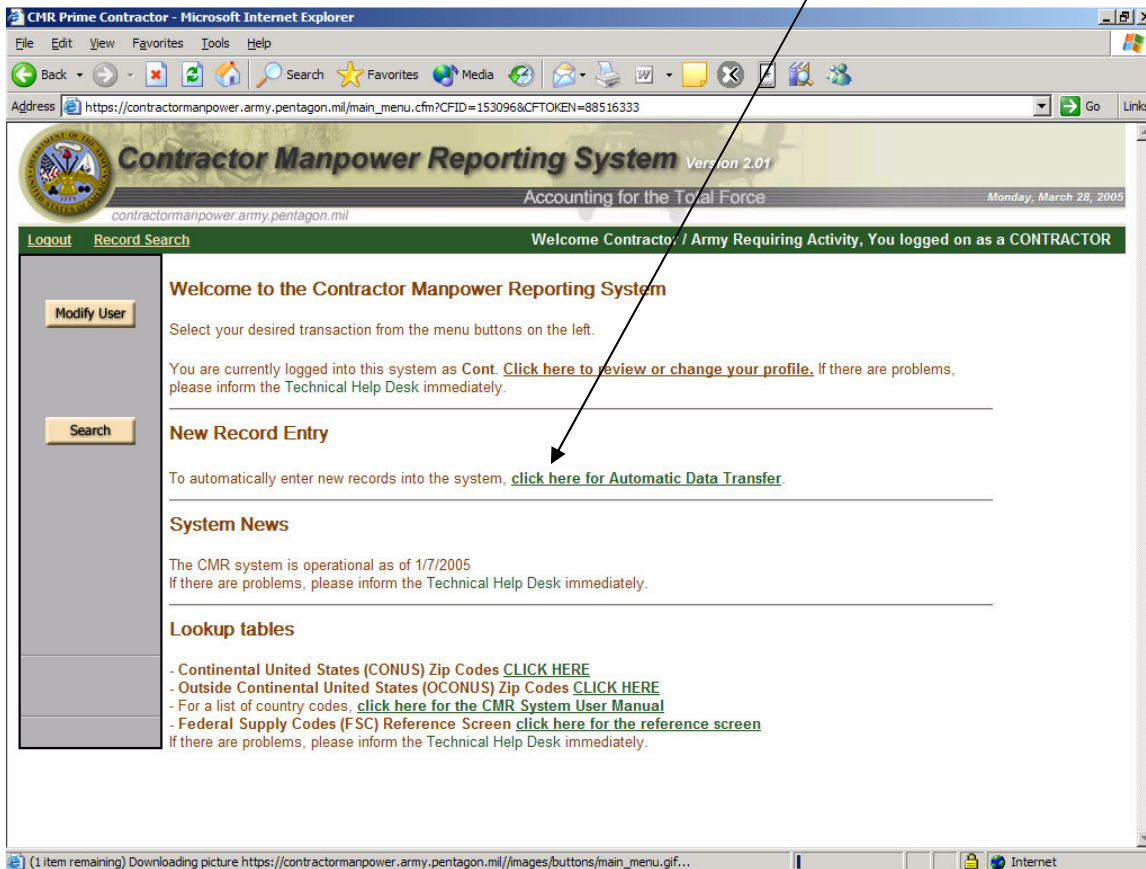
Figure 33: (Step 1) The CMR Main menu with Automatic Data Transfer hyperlink

2) Begin the Automatic Data Transfer by uploading your XML File. This is accomplished by clicking on the "Browse" link.
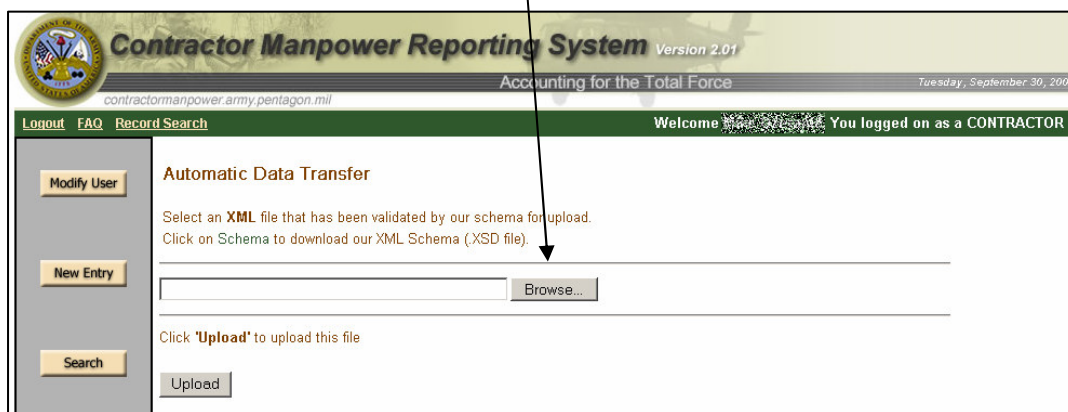
Figure 34: (Step 2) Automatic data transfer web screen.

3) Find and highlight the file; click Open.
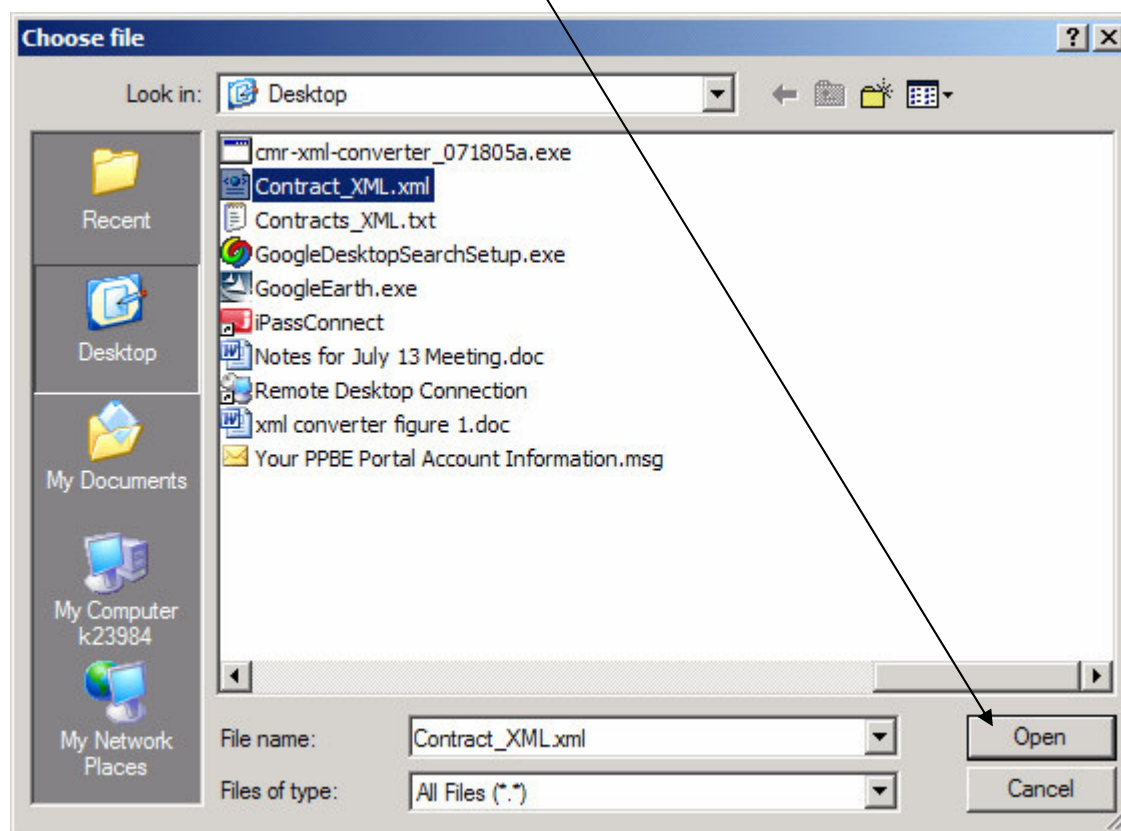
Figure 35: (Step 3) Load file screen.

4) Once the "Browse" box has been populated with the file name, click on "Upload":
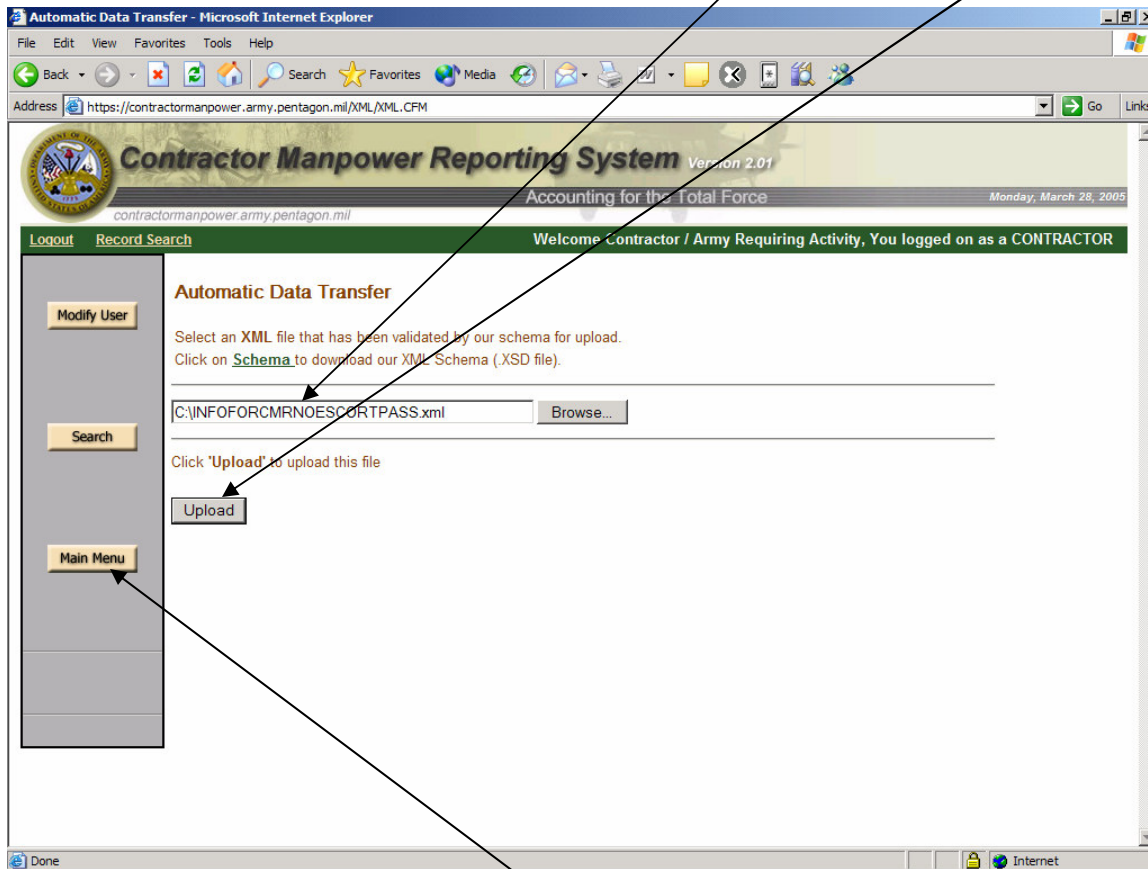
Figure 36: (Steps 4 – 5) Automatic data transfer web screen with loaded XML file

5) Return to the Main Menu by clicking the 'Main Menu' button.

6.0 Table of Figures